



STATE OF WEST VIRGINIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER AND WASTE MANAGEMENT

MS4 ANNUAL REPORT FORM

For Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Please see instructions before completing this form. If you need more space than allowed, please attach a document.

Abbreviations

BMP = Best Management Practice

IDDE = Illicit Discharge Detection and Elimination

MCM = Minimum Control Measure

SWMP = Storm Water Management Program

TMDL = Total Maximum Daily Load

WV = West Virginia

I. Small MS4 Operator Information

1. Annual report reporting period: 2014		
2. Name of MS4: Huntington VA Medical Center		3. Registration number: WVR30046
4. Primary contact: John Klim		5. Title: Chief, Engineering Service
6. Mailing address: 1540 spring Valley Drive		
7. City: Huntington	8. Zip code: 25704	9. County: Wayne
10. Telephone number: (304) 429-6755		
11. Email: John.Klim2@va.gov		

II. Impaired Waters Information

12. Does the MS4 discharge into impaired water bodies?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13. Please provide a description of specific BMPs that were implemented to reduce pollutants of concern in impaired receiving waters and waters in which a TMDL has been developed. (WV MS4 2009 General Permit, p. 25, #12) N/A Krouts and Twelvepole Creeks			
14. Has a TMDL been developed since your plan was approved?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

III. Fiscal Reporting

15. Include or attach a fiscal analysis of capital and operating expenditures to implement the MCMs. The fiscal analysis shall include only those expenditures by the locality seeking coverage under the WV MS4 2009 General Permit and not those for MCMs implemented by other entities. (WV MS4 2009 General Permit, p. 25, #13)	
16. Please provide total capital expenditures for this reporting period.	\$ 0
17. Please provide total operating expenditures for this reporting period.	\$ 0

IV. Coordination Efforts and Organization

18. Please provide a description of the coordination efforts with other MS4s, county governments, transportation agencies, colleges, universities, correctional facilities, prisons, and any other entities regarding the implementation of the MCMs, including the status of any memoranda of understanding or other agreements executed between the permittee(s) and any other entity. (WV MS4 2009 General Permit, p. 24, #9)

GEMS Coordinator participated in two (2) state MS4 meetings held in Charleston, WV.

19. Please provide name and contact information for individual with overall program management and implementation responsibility, and if different, name and contact information of individuals responsible for each minimum control measure. Please attach a table of organization.

John Klim
Chief, Engineering Service
1540 Spring Valley Drive
Huntington, WV 25704 304 429-6755 Ext 2373

V. Changes to SWMP

20. Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
21. Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
22. If anything has changed, please indicate the MCM and performance measure and provide a brief description below, and attach detailed documentation of the changes, schedule of implementation, measurable goals, and overall effect on your program. (WV MS4 2009 General Permit, p. 24, #6 and #7) 1. MCM 3 - Stormwater map completed 2. MCM 3 - Stormwater Outfall Signage installed 3. MCM 3 - Conducted a plan review of Bldg 25 Parking Garage and found a Oil trap installed. Unit was inspected (7/29/2014), a request submitted to have the sludge / sediment removed, unit cleaned, lines jetted and recurring preventive maintenance added to electronic work order system going forward to keep the unit in good working order. 4. MCM 4 - Construction project plans are reviewed by the Project Review team to ensure appropriate permits are obtained prior to work as well insuring VA spec section 01-57-19 - Temporary Environmental Controls is incorporated to address stormwater runoff. 5. MCM 4 Construction site contractors now provide erosion and sediment control plans (E85 Project) to ensure compliance and conform with with VA spec. 6. MCM 2 - Storm drain identification program (stencil project) - "Only Rain Down this Drain" completed by Psychosocial Rehabilitation Recovery Center patients. 7. MCM 6 - Engineering M&O Grounds have now established a recurring Preventive Maintenance task in its work order system and is performing semiannual catch basin cleaning.		
23. Is additional documentation attached?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VI. MCM 1: Public Education and Outreach (WV MS4 2009 General Permit, p. 5-6)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
25. Contact: Paul Myers	26. Phone: (304) 429-6741	

Performance Measure 1a: Program implementation

27. Were the proposed activities for developing a public education and outreach program implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
28. List and briefly describe each of the public education and outreach program development activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1) 1. Storm drain stencil project 2. Storm water outfall signage installed 3. Electronic newsletter stormwater articles (>10) were sent out to approximately 1300 VAMC employees during the course of the year. 4. A public education kiosk with stormwater pamphlets (15 different) was situated in our main patient waiting area. 5. Two (2) Adopt A Highway events were conducted by VA volunteers. 6. Various training opportunities were afforded to VA employees (SPCC, Haz Com, Chemical spill response, Recycling).			
29. Did you achieve all the goals that you identified in your SWMP related to developing the education and outreach program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
30. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) Develop a means to measure "hits" to Stormwater articles published in the VA electronic newsletter. According to the editor of our newsletter - it appears there is not a mechanism available that will allow us to actually track whether an article is read or not. There were no stormwater information events or displays for the calendar year applied to bulletin boards.			

Performance Measure 1b: Evaluation of effectiveness of public education and outreach efforts

31. Did you evaluate the effectiveness of the public education and outreach program? ☒ Yes ☐ Partially ☐ No

32. How did you evaluate the effectiveness of the public education and outreach program in this reporting period?
(WV MS4 2009 General Permit, p. 24, #2)

Evaluated effectiveness based on criteria in our SWMP (p 13). Huntington VAMC achieved a diversion rate of 62% in FY13 and is on track to exceed our 50% benchmark for FY14.

33. Regardless of your answer to the previous question, have you identified new or better ways to evaluate the public's understanding of your program and water quality issues? ☐ Yes ☒ No

34. If yes, please describe any changes you would like to consider to improve your evaluation of effectiveness of outreach.

Performance Measure 1c: Documentation and tracking of public education and outreach efforts			
35. Did you track and keep records of your outreach activities?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
36. For print, radio, and television media activities, did you keep records that include i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution, and iv) the duration of air time or publication? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
37. Are your records available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
38. For pamphlets, brochures, and other finite printed products, did you keep records that include: i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution; iv) the location or placement of the materials; and v) date of follow up visits to replenish or transition to the next outreach product? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing.			

VII. MCM 2: Public Involvement and Participation (WV MS4 2009 General Permit, p. 6-7)

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
41. Contact: Paul Myers	42. Phone: (304) 429-6741	

Performance Measure 2a: Opportunities for ongoing public involvement and participation in the SWMP

43. Did you create, or are you in the process of creating, ongoing opportunities for the public to participate in the development, implementation, and updating of your SWMP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
44. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing opportunities for public involvement and participation for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
45. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)		
46. List and briefly describe each of the activities undertaken during the reporting period to create ongoing opportunities for the public to participate in your SWMP. (WV MS4 2009 General Permit, p. 24, #1) Contact person attended two (2) state MS4 meetings (9/25/13 & 2/12/14), conducted 2 Adopt a Highway events, published in excess of 10 stormwater related articles to the VAMC electronic newsletter, 2 NPDES construction permits (Sanitary Pump-house / E85) were issued and the Stormwater Stencil project was completed and publicized. The Medical Center received its 9th Environmental Excellence Award - "2013 Partner for Change" award presented by Practice Greenhealth. Four (4) engineering employees attended a "Porous Pavers" presentation 11/26/13.		
47. Describe how you evaluated the effectiveness of your public participation efforts (citizen attendance at public hearings, requests for information on your SWMP, hotline activity, etc.). (WV MS4 2009 General Permit, p. 24, #2) There have been no information requests for our SWMP. Effectiveness for components of this program and performance measures were tracked throughout the year and reported in the fiscal year GEMS Annual Effectiveness report. There were 30 volunteers total in the 2 Adopt A Highway events who collected 86 bags of litter.		
48. Describe the steps taken to ensure that public participation opportunities are ongoing and, if necessary, additional program maintenance activities in future reporting periods to ensure continued participation opportunities. (WV MS4 2009 General Permit, p. 24, #4) All events are shared/publicized in the VA electronic newsletter - "VA Matters" and/or the electronic daily announcements sent out to all medical center staff (~ 1300). Additionally, recruitment drives are conducted periodically to sign up new volunteers.		

Performance Measure 2b: Communications with community, watershed, and environmental organizations			
49. Did you establish a program for routine communications with community based watershed groups or other organizations?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input checked="" type="checkbox"/> No
50. Describe the steps taken to ensure that your programs for routine communications with community-based watershed groups or other organizations are ongoing, or any additional program activities that you believe may be required to ensure continued communications. (WV MS4 2009 General Permit, p. 24, #4) Other than our involvement with the Adopt A Highway program we have had no other communication with other groups.			
51. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing communications with community based watershed groups or other organizations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
52. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 2c: Public availability of SWMP and annual report		
53. Did you make your SWMP and annual report available to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
54. If yes, please indicate the web address, or if a physical location, please indicate where it is and the process, if any, required for the public to access it. The SWMP and the GEMS Annual Effectiveness reports are always available to the public as part of our Environmental Management System (EMS) in accordance with ISO14001. Copies are available upon phone and/or written request to senior Medical Center management, Chief Engineer or GEMS Coordinator. Copies will be provided in paper or electronic format. Reports are kept at the Engineering Building #8 on the Huntington VA Medical Center campus.		

VIII. MCM 3: Illicit Discharge Detection and Elimination (WV MS4 2009 General Permit, p. 7-10)

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
56. Contact: Paul Myers	57. Phone: (304) 429-6741	

Performance Measure 3a: MS4 map

58. Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
59. List and briefly describe the activities undertaken to either develop or update your MS4 map. (WV MS4 2009 General Permit, p. 24, #1) SW map was developed, with outfalls and storm inlets structures identified. Stormwater outfall signage was also purchased and installed to help in identification and documentation with the semiannual outfall inspections.			

Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development		
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.3.b)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
61. If not, please describe the activities or progress made in adopting or updating an existing ordinance and provide an estimated date for adoption. (WV MS4 2009 General Permit, p. 24, #1) N/A - we are a federal VA Medical Center and do not create ordinances.		

Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking		
62. Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented.		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
65. How many field assessments were conducted during the reporting period?	2	
66. How many illicit discharges were identified during the reporting period?	1	
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)? Cross connection of storm and sanitary in conjunction with a potable water line break.		
68. How would you characterize the type of pollutants discovered in illicit discharges (oil and grease, fecal coliform, chlorine, paints, etc.)? Name the top five pollutants discovered or uncovered by your IDDE program. fecal coliform and chlorine (detected as a result of water line break)		
69. How many corrective actions were taken to remove illicit discharges?	1	
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?)	
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste

72. Did you conduct any activities for educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1) Provided stormwater pamphlets to our SW Kiosk and IDEE articles to VA staff through our electronic newsletter. Purchased lime green fluorescent vests with VA log to promote and inform the public that our VA volunteers are responsible for the Adopt A Highway litter pickup as well as purchased signage to identify our outfalls.			
74. Were any of these activities included in the public education and outreach efforts described in MCM 1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2009 General Permit, p. 24, #2) There were 30 volunteers who participated in the two (2) Adopt A Highway events and 86 bags of litter collected.			
76. Did you achieve all the goals that you identified in your SWMP related to educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
77. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 3f: Training for municipal staff on identification, reporting, and elimination of illicit discharges

78. Have you developed a program to train municipal employees on illicit discharges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
79. Did you conduct any municipal employee training during this reporting period?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
80. List and briefly describe the training activities conducted during the reporting period. (WV MS4 2009 General Permit, p. 24, #1) Training activities for this FY were limited to our electronic newsletter publications and the informational pamphlets in our stormwater kiosk.			
81. How did you evaluate the effectiveness of the training activities? (WV MS4 2009 General Permit, p. 24, #2)			
82. How many municipal employees were trained to identify and report illicit discharges? (WV MS4 2009 General Permit, p. 24, #2)			
83. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on IDDE procedures for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
84. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

IX. MCM 4: Construction Site Runoff Control (WV MS4 2009 General Permit , p. 10-12)

85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
86. Contact: Paul Myers	87. Phone: (304) 429-6741	

Performance Measures 4a and 4b: Develop and implement an ordinance to address stormwater runoff from construction sites one acre or greater

88. Has your municipality adopted a construction site runoff control ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.4.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
89. If a program ordinance has not been adopted, have the proposed activities for developing and implementing an ordinance to address stormwater runoff from construction sites been implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2009 General Permit, p. 24, #1) N/A We are a federal VA Medical Center and do not enact ordinances.			
91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
92. Is your construction site program being fully implemented to include provisions for: i) plan review, ii) routine site inspections, iii) enforcement, and iv) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
93. Please indicate the number of plan approvals during the reporting period.	2		
94. Please indicate the number of construction site inspections during the reporting period.			
95. Please indicate the number of enforcement actions during the reporting period (can attach document).	0		
96. Are enforcement records maintained and available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2009 General Permit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
98. Briefly list and describe any activities outlined in your SWMP completed during the past permit year related to construction site operator and/or permittee site inspector training. (WV MS4 2009 General Permit, p. 24, #1) GEMS Coordinator attended the National Stormwater Center - "Certified Stormwater Inspector - Municipal training", on Aug 26-27 in Pittsburgh, Pa.			
99. Did you achieve all the goals that you identified in your SWMP related to developing or implementation and assessment of a construction site runoff control program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
100. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) Cannot attest to the fact that Contracting Officer Representatives (COR) perform inspections within 24 hours after a storm event greater than 0.5 inches to ascertain BMP effectiveness. CORs do however conduct weekly site inspections of their job sites but during the past year we had only 2 projects that required NPDES - and one is just now starting up.			

X. MCM 5: Controlling Runoff from New Development and Redevelopment (WV MS4 2009 General Permit, p. 12-19)

101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
102. Contact: Paul Myers	103. Phone: (304) 429-6741	

Performance Measure 5a: Develop, implement, and enforce a program to protect water resources by addressing stormwater discharges from regulated new and redevelopment projects

104. Has your municipality adopted a stormwater management ordinance in accordance with WV MS4 2009 General Permit (Part II Section C.5.a.ii.A)?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
105. If your ordinance has not been adopted, please describe the progress made towards final ordinance adoption during this reporting period, and expected date of final adoption. (WV MS4 2009 General Permit, p. 24, #1) As stated previously the Huntington VAMC does not have jurisdiction nor the capability to enact or adopt ordinances. The Huntington VAMC adheres to federal master specifications, developed nationally by VA Central Office. VA has yet to upgrade its national construction specs to comply with runoff from new development and redevelopments. We had no activities under this MCM for the reporting period.			
106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
107. Does your (proposed) ordinance include language incorporating the off-site mitigation or fee-in lieu alternatives to on-site BMP implementation as described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.4)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
108. Have you developed a process for reviewing and updating your ordinance and program implementation to address the adequacy of provisions for: i) requiring runoff volume reduction on new and redevelopment sites, ii) plan review, iii) BMP construction and maintenance inspections, iv) enforcement, v) inventory and tracking, and vi) record keeping and reporting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
109. How many projects were reviewed during the reporting period?	0		
110. What types of projects were reviewed (residential, commercial, industrial, etc.)? (WV MS4 2009 General Permit, p. 18, #2) N/A - none			
111. Provide a summary of the number and types of stormwater BMPs approved in new and redevelopment projects during the reporting period. Please list the BMPs according to the BMP specification number from the WV Stormwater Management Manual (2012). (WV MS4 2009 General Permit, p. 18, #3) N/A - none			

112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3) during the reporting period. Please indicate if you have attached additional documentation. (WV MS4 2009 General Permit, p. 18, #3)

N/A - none

113. Provide a summary of the number of projects that qualified for any offsite mitigation or payment in lieu options described in the WV MS4 2009 General Permit (Part II, Section C.b.5.a.ii.A.4) during the reporting period. Please indicate if you attach additional documentation. (WV MS4 2009 General Permit, p. 18, #3)

N/A - none

114. How many maintenance agreements were approved during the reporting period?
(WV MS4 2009 General Permit, p. 18, #4)

0

115. Were any maintenance agreements recorded at the county courthouse?

☐ Yes

☒ No

116. Provide a summary of the number and type of stormwater BMP inspections conducted by MS4 personnel or contracted agents (construction as-built, ongoing operation and maintenance audits, complaint driven, etc.). Include (or attach) a summary of: i) the type and number of BMPs requiring maintenance or repair, ii) the number brought into compliance, and iii) the number of enforcement actions taken.
(WV MS4 2009 General Permit, p. 18, #5)

117. Did you achieve all the goals that you identified in your SWMP related to developing and/or implementing and assessing a stormwater management program for this reporting period?
(WV MS4 2009 General Permit, p. 24, #3)

☐ Yes

☒ No

118. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.
(WV MS4 2009 General Permit, p. 24, #4)

Pending guidance from VACO. Very unlikely we would have from a new or redevelopment project due to limited available space on campus.

Performance Measure 5b: Long-term watershed protection elements			
119. Does a local ordinance or equivalent document incorporate the watershed protection elements described in WV MS4 2009 General Permit (Part II Section C.5.a.i.A)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2009 General Permit, p. 18, #1)			
121. Minimize impervious cover.			
122. Preserve, protect, create, and restore ecologically sensitive areas.			
123. Implement practices that prevent or reduce thermal impacts to streams.			
124. Seek to avoid or prevent hydromodification of water bodies caused by development.			
125. Minimize impacts to existing vegetation (especially trees).			
126. Minimize impacts to native undisturbed soils.			
127. If the watershed protection elements have not yet been incorporated into a planning document or ordinance, please describe the actions to be taken to incorporate these elements. (WV MS4 2009 General Permit, p. 24, #1)			
As this is our first annual SW report, we have not yet evolved with our short and long term objectives identified in our SWMP for this MCM. Paul Myers.			

Performance Measure 5c: Street and parking design assessments		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
129. If this is your third-year report, please attach your report assessing the current street and parking design requirements, and recommendations and proposed schedules for incorporating policies and standards to maximize vegetation and minimize impervious cover where possible. (WV MS4 2009 General Permit, p. 24, #8)		

XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations (WV MS4 2009 General Permit, p. 19-21)

130. Did you complete all the required performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
131. Contact: Paul Myers	132. Phone: (304) 429-6741	

Performance Measures 6a and 6b: Develop and implement an operation and maintenance program for all municipal facilities that includes prevents or reduces the discharge of polluted runoff

133. Were the proposed activities for developing a pollution prevention and good housekeeping program for municipal operations implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
134. List and briefly describe the activities outlined in your SWMP for the development of a pollution prevention and good housekeeping program for municipal operations undertaken during this reporting period. Review of existing policies, update as appropriate Employee training on procedures applicable to their work Inspect and clean out of facility stormwater catch basins semiannually. Street sweeping - conducted on average of 1 hour / day (M-F) Spring, Summer , Fall Construction activities have measures in place to guard against erosion.			
135. Do you have a pollution prevention plan for each of your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
137. Are you tracking and maintaining records of inspection and maintenance activities for each municipal facility as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
138. If you answered no to any of the previous three questions, please indicate your proposed schedule for implementing the requirements of the WV MS4 2009 General Permit (Part II Section C.b.6.a).			
139. How many inspections were conducted at each municipal facility during the reporting period?			
140. List the top three problems that you have found while conducting inspections at municipal facilities. Equipment leaking fuel or oil with no containment method			
141. Were these problems corrected? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

142. Did you achieve all the goals that you identified in your SWMP related to developing a pollution prevention and good housekeeping program for municipal operations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
143. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)		

Performance Measure 6c: Municipal employee good housekeeping training

144. Were the proposed activities for developing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
145. Were the proposed activities for implementing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
147. How many employees received training during the reporting period? (WV MS4 2009 General Permit, p. 24, #1)			
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/>	No
149. Explain how the effectiveness of the training activities was evaluated (number of employees trained and/or certified in specific good housekeeping skills, measurable improvements in cost or performance of facility maintenance activities, or as outlined in your SWMP). (WV MS4 2009 General Permit, p. 24, #2) Annual refresher training as well as new employee training are provided on an array of topics. This office, along with other service lines forward there sign in sheets for electronic data entry to the Talent Management System (TMS) , managed by Learning Resources.			
150. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on pollution prevention and good housekeeping for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	No
151. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			